

**U.S. Embassy Amman Independence Day Reception**  
**Statement of Work**  
February 18, 2020

**1. Background and Purpose**

The U.S. Embassy Amman requires catering with venue for its annual National Day Event at the U.S. Embassy in Jordan, Amman. The event will require experienced and qualified professionals as well as equipment and appropriate arrangements.

**Location/Venue:** U.S. Embassy Amman  
**Date:** Wednesday, July 1, 2020  
**Official Timing:** 19:30 to 21:30  
**Type of Function:** Reception – Standing style  
**Number of Attendance:** Approximately 1,250 guests

**2. General Requirements**

The work shall be executed in a diligent manner as directed throughout the Statement of Work (SOW). In your quotation, please provide the costs by line item, as well as baseline minimum. Please include cost for 1,250 guests in the base quote and separately list the per-person charge for additional guests. The Embassy will provide a final guest count nearer the event date. Offers will be considered on a lowest-price, technically acceptable basis.

**3. Scope of Services**

The contractor shall provide the labor, material, equipment, staff, and supervision to complete the requirements in this SOW. This will include, but is not limited to

- staffing, uniformed servers at a 1 to 15 ratio of server to guests;
- tables, 30 cocktail tables and tablecloths;
- grilling station and stoves;
- adequate plates, crockery, and cutlery;
- 8 food serving stations;
- 5 beverage bars including ice;
- General set up and breakdown, and event planning.

Set-Up and Arrangements: The following shall be provided by the contractor at the prescribed dates and times as indicated below:

- The pre-proposal site visit will be conducted at the Embassy compound on **Tuesday, March 3, 2020 at 10:00am**;
- submission of quotations is due on **Tuesday, March 10, 2020 at 16:00**;
- Food and service evaluation (i.e. a food tasting) and presentation will be required prior to the final decision for awarding the contract;

- A list of all personnel planning to attend the pre-proposal site visit is mandatory. This list shall include name, date of birth, and a copy of photo identification. This list shall be provided to [zabanehrg@state.gov](mailto:zabanehrg@state.gov) **no later than Sunday, March 1, 2020 at 14:00;**
- A list of all personnel working the event on site is mandatory. This list shall include name, date of birth, and a copy of photo identification. A complete and final list shall be provided to the U.S. Embassy **no later than May 31, 2020 at 10:00;**
- All food shall be prepared and ready to serve by **July 1, 2020 at 18:30**, the service shall continue until the end of the event.

#### 4. Prices

Proposals should be priced in Jordanian Dinars, per individual guest.

#### 5. Site Visit

At the site visit, the layout of the event will be explained, and questions answered. It will be held at the Embassy **Tuesday, March 3, 2020 at 10:00am**. Potential offerors are strongly encouraged to attend as the Embassy has very specific planning, setup, and food presentation requirements. Offerors must register for the site visit by sending the name of attendees on or before **Sunday, March 1, 2020 at 14:00** to [zabanehrg@state.gov](mailto:zabanehrg@state.gov).

#### 6. Security

The contractor shall follow all security directives as explained by the U.S. Regional Security Office (RSO).

#### 7. DUNS /Active Sam Registration

The U.S. Embassy is prohibited from procuring goods or services from any firms that are not registered in the System for Award Management (SAM). SAM is an integrated procurement database for the U.S. Government. It was established in recent years to combine various U.S. government procurement systems, and now serves as a single point of entry for vendors seeking to do business with the U.S. Government.

#### 8. Suggested Menu (proposals are not limited to the attached and these are only samples)

The theme for the event will be the 100<sup>th</sup> anniversary of the Nineteenth Amendment to the United States Constitution, which guaranteed all American women the right to vote. Menu items should include, but not be limited to, popular American standbys (such as hamburgers and hotdogs) alongside 1920s-inspired fare such as:

- Deviled Eggs
- Croquettes
- Assorted tea sandwiches
- Caprese on a stick
- Mini-Sliders (with cheese)
- Pulled Chicken Sandwich
- All-beef hotdogs
- Cajun shrimp
- Grilled salmon on a stick
- Cupcakes
- Brownie
- Assorted mini tarts
- Ice cream

Required menu item: U.S. flag designed sheet cake, which will take center stage for a cake cutting ceremony.

Below, please find photo examples of some of the foods listed above.



Tea sandwich



Caprese on a stick



Crab cakes



Deviled eggs



Croquette



Mini salad in lettuce



Assorted mini tarts



Cupcakes



Brownies